



# MERIT PROMOTION JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 06-505  
**Position Title:** Supervisory Printing Services Specialist  
**Series and Grade:** PG-1654-13 PA  
**Salary Range:** \$ 77,353 - \$ 100,554 (Plus 10% Night Differential)  
**Promotion Potential:** None  
**Opening Date:** 06/16/06  
**Closing Date:** 06/29/06  
**Location of Position:** Production Department, Production Planning & Control Division,  
Estimating & Jacket Preparation Section, WASHINGTON, DC  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 2 (3:30 p.m. – 12:00 a.m.)  
**Who May Apply:** Permanent GPO Employees Only

## **MAJOR DUTIES:**

Informs staff of job priorities, daily personnel assignments and division goals. Plans, schedules, directs, and reviews each step in the production planning process to meet the required delivery dates on the work processed by the section. Responsible for preparation, content, and timeliness of reports. Gathers information from production records and data base; compiles information into job status reports and/or other management reports. Enforces the Division's Standard Operating Procedures and takes all necessary actions to meet division goals. Meets daily with supervisors of other shifts to discuss what jobs have been completed, what jobs will need to be completed, personnel concerns, and supplies needed. Monitors the operation of the section by ensuring that jackets and print orders are being prepared in a timely manner, and personnel are being utilized for maximum production output. Evaluates subordinates performance annually and makes recommendations for promotions. Enforces, and ensures subordinates are enforcing appropriate conduct, safety, and other GPO rules and regulations. Applies Equal Employment Opportunity rules, regulations, and affirmative action principles. Monitors and reports on OWCP cases. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must possess one year of specialized experience equivalent to the PG-12 grade level. Examples of specialized experience include planning, and scheduling production work, monitoring the preparation of work jackets and print orders, preparing reports and making recommendations.

**Note 1:** Selectee may be subject to serving a one (1) year probationary period as prescribed by GPO Instruction 610.9A, "Probationary Period for Newly Appointed Managers and Supervisors."

## **HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you

used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Ability to supervise subordinates and effectively manage office operations.
2. Knowledge of the procedures, processes and methods related to Production which includes Pre-Press, Press, and Binding operations in order to plan, schedule and coordinate work.
3. Knowledge of Title 44, U.S. Code, JCP rules, and Printing and Binding regulations that govern GPO to ensure conformance with Federal Laws.
4. Ability to communicate effectively to integrate work activities, provide feedback, and make recommendations.
5. Skill in writing clear and concise technical specifications to ensure accurate and timely completion of work jackets and print orders.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**Step 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**Step 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

**Step 3:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**Step 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Executive & Plant Operations  
Human Capital Department  
Derika F. Ferdinand  
Phone: (202) 512-1308  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO will not pay relocation costs.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**